

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Board of Social Work Examiners
124 Halsey Street, 6th Floor, P.O. Box 45033
Newark, New Jersey 07101
(973) 504-6495

END-OF-CYCLE WALK-IN RENEWAL OPTION

New Jersey State Board of Social Work Examiners licensees and certificate holders are encouraged to renew online if at all possible. However, beginning on August 17, 2006 and running through September 29, 2006, you may appear in person at either of two locations to renew your license or certificate. The two locations, which may be visited from 9:00 a.m. to 4:00 p.m. Monday through Friday (excluding State holidays), are:

Renewal Unit ,
140 East Front Street
Trenton, New Jersey
and
Professional Board Consumer Service Center
124 Halsey Street, 3rd Fl.,
Newark, New Jersey

This walk-in option is **NOT** available until August 17th. Remember that you can renew online at: <https://newjersey.mylicense.com> at any time through the late period, that is up until September 29, 2006. Renewals processed online, postmarked or delivered in person **after Thursday, August 31, 2006** (the cycle-expiration date), must include a late fee of \$100 (throughout the late renewal period of September 1 through September 29, 2006) in addition to your level fee.

If you choose to walk in to one of the offices mentioned above, you must bring with you **two pieces** of identification **one of which must include a photograph**. The wallet portion of your license or certificate will be accepted as the second piece of I.D. You must also bring full payment for the renewal in the form of either a check or a money order with your license or certificate number marked on the check or money order. Those who choose to appear in person to renew a license or certificate may **NOT use cash or a credit card** to pay the renewal or late fee.

If you do not have a renewal application, you may obtain one when you appear at either walk-in location by providing your license or certificate number. You will be given a copy of the completed renewal application as a receipt for payment. Please understand that payment of the renewal fee in any form **will NOT** be accepted at either walk-in location after September 29, 2006. Beginning on Monday, October 2, 2006, you must contact the Board at (973) 504-6495 to obtain the required paperwork to reinstate your license or certificate and pay the reinstatement fee as well as your level fee.